

Policies & Procedures

Data Disposal Policy v1.0

Data Disposal Policy

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VCare Consultancy Services Ltd.

Climate Change Management Policy

Policy Lead	**Mrs. Tavleen Sharma - Registered Manager**
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Policy statement

VCare Consultancy Services Limited ("VCare") is committed to ensuring the secure and responsible disposal of personal, confidential, and sensitive data in compliance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and other applicable laws. This policy outlines how VCare handles the secure destruction of data in both electronic and physical formats to protect the privacy of our service users, staff, and partners.

Purpose

- To protect against unauthorised access to or use of personal data.
- To ensure proper end-of-life disposal procedures for documents and data-holding devices.
- To comply with legal, contractual, and regulatory obligations.

Scope

This policy applies to all:

- Employees, contractors, agency workers, and volunteers.
- Data types, including electronic files, emails, paper documents, media storage, and archived records.
- Systems, including cloud storage, HR/payroll software, care management systems, and external media.

Roles and responsibilities

We will reduce energy consumption and improve energy efficiency by:

Role	**Responsibility**
Data Protection Lead (Ashish Sharma)	Oversees compliance and monitors disposal activities.
IT Manager / Provider	Responsible for secure electronic data disposal
Line Managers	Ensure departmental adherence
All Staff	Handle personal data according to this policy

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Methods of disposal

Electronic data:

- Secure deletion using data-wiping software (e.g., Blancco, Eraser) to DoD 5220.22-M or equivalent standards.
- Physical destruction (shredding, degaussing, or disintegration) of storage media such as hard drives, USBs, and SSDs.
- Cloud-based deletion from systems such as SharePoint, Google Drive, and backup services with confirmation of permanent removal.

Hardcopy (Paper) Data:

- Use of cross-cut shredders (DIN P-4 or higher) for internal disposal.
- Confidential waste services from licensed third parties (e.g., Shred-it, Restore) with:
    - Secure storage bins.
    - Regular scheduled collections.
    - Certificate of Destruction issued post-disposal.

Documentation and evidence

The following records are retained for audit and compliance purposes:

- Destruction logs (electronic and paper).
- Certificates of Destruction from external vendors.
- Disposal authorisation forms.
- Asset register updates (if hardware is involved).

Retention Schedules

Data is disposed of in line with VCare's **Data Retention Policy**, unless legally required to retain it longer. Key timelines include:

- Staff files: 6 years after termination.
- Service user records: 7 years post-discharge.
- Financial records: 6 years minimum.

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